

Idaho Legislative Audits  
P.O. Box 83720  
Boise, ID 83720-0054  
208-334-2475



## Idaho Board of Tax Appeals

### Management Report on Financial Procedures

Issued: May 12, 2004  
Fiscal Year: 2001, 2002, and 2003



## EXECUTIVE SUMMARY LEGISLATIVE AUDITS

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### BOARD OF TAX APPEALS

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**PURPOSE AND SCOPE.** In planning and making our audit of the statewide basic financial statements, we performed certain audit procedures to evaluate the effectiveness of the Board of Tax Appeals' internal control design and operation. Consequently, the limited scope of our procedures does not allow us to give an opinion on the Board's internal control system. Accordingly, we do not express an opinion or ensure that all instances of internal control weaknesses were disclosed.

Our purpose was to indicate where internal controls could be strengthened to help ensure accurate financial statements and data. This evaluation, together with other evaluations and various audit procedures applied at other agencies, allows us to express an opinion on the statewide basic financial statements prepared by the State Controller's Office.

**CONCLUSION.** We noted no matters involving the internal control over the Board's financial reporting and or its operation that we considered to be material weaknesses. However, our consideration of the internal control over financial reporting would not necessarily disclose all matters considered to be a material weakness.

**FINDINGS AND RECOMMENDATIONS.** There were no findings and recommendations in this report, nor in the prior report.

**AGENCY RESPONSE.** The Board has reviewed the report and is in general agreement with its contents.

**FINANCIAL SUMMARY.** The Board is funded entirely from General Fund appropriations. Expenditures are used to fulfill the Board's responsibilities of hearing appeals of tax decisions. Although an opinion is not given on the financial data presented in this report, one is given on all State funds in the statewide *Comprehensive Annual Financial Report* that includes the financial data presented here.

### **Board of Tax Appeals – Financial Statement**

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
General Fund Appropriation	\$328,000.00	\$337,800.00	\$321,300.00
Supplemental Appropriation	(6,700.00)	(13,500.00)	(6,200.00)
Total Receipts	<u>35.00</u>	<u>265.00</u>	<u>25.09</u>
 Total Funds Available	 \$321,335.00	 \$324,565.00	 \$315,125.09
 <u>Less Disbursements:</u>			
Personnel Costs	\$222,814.87	\$239,295.64	\$247,875.20
Operating Expenditures	60,034.62	55,571.38	60,161.33
Capital Outlay	<u>8,276.46</u>	<u>3,175.67</u>	<u>0.00</u>
Total Expenditures	<u>\$291,125.95</u>	<u>\$298,042.69</u>	<u>\$308,036.53</u>
 Reverting Appropriation	 <u>\$30,209.05</u>	 <u>\$26,552.31</u>	 <u>\$7,088.56</u>

**OTHER ISSUES.** We discussed other, less important issues which, if changed, would improve internal control, ensure compliance, or improve efficiency.

This report is intended solely for the information and use of the Board of Tax Appeals and the Idaho Legislature and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the cooperation and assistance given us by the director, Susan Renfro, and her staff.

**QUESTIONS CONCERNING THIS DOCUMENT SHOULD BE DIRECTED TO:**

Ray Ineck, CGFM, Supervisor, Legislative Audits

Eugene Sparks, CPA, CGFM, Managing Auditor

Report IC35103

For a copy of the entire audit report , contact Legislative Services Office, Audit Division, State Capitol Building, 700 W. Jefferson Street, P.O. Box 83720, Boise, Idaho 83720-0054, or call 208-334-3540.
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